

***Exercise Guide for  
PY300  
Payroll for Agencies***

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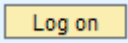
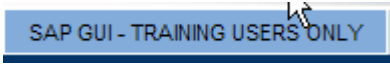
## 2.1 – Exercise: Log on to SAP

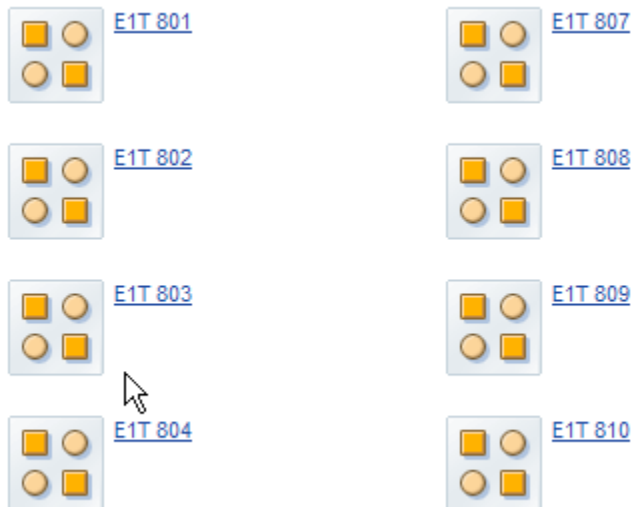
### Scenario

You need to log on to SAP to start your work day.

### Instructions

**NOTE:** In class you will use the NCID and password supplied by your instructor to access the training system. When you log on at work you will use your NCID and password to access the production system.

1. Assume you have already booted up your computer and logged on Windows.
2. Enter your NCID and password into the appropriate fields.
3. Click .
4. Click the  tab.
5. Choose the client designated by your instructor.



6. Maximize the Easy Access menu.

## Questions

Answer the following questions.

### Question 1

What three things do you need to log on SAP?

---



This exercise is complete.

## 2.2 - Exercise: Display HR Master Data

### Scenario

You have a Personnel Number and need to display other information about this employee.

### Instructions

1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed.
2. Enter **80001039** in the **Personnel No.** field.
3. Click  to validate your entry and display the information. The employee information is displayed in the Overview Area.

### Questions

Answer the following questions.

#### Question 1

What is the name of the employee?

A.

---

#### Question 2

What is this employee's Personnel Area?

A.

---


This exercise is complete.

## 2.3 - Exercise: Search HR Master Data


### Scenario

You need to retrieve information for Maureen Ahmed.

### Instructions

1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE:** If the Object Manager is not displayed, click Settings>Show Object Manager to display it.)
2. Click **Collective search help** in the Object Manager.
3. Complete the following fields:

| Field      | Value               |
|------------|---------------------|
| Last name  | Enter <b>Ahm*</b> . |
| First name | Leave blank         |

4. Click .
5. Find Maureen Ahmed in the list.

### 6. Questions

Answer the following questions.

#### Question 1

What is her personnel number?

A.

---

#### Question 2

What employee group is assigned to her record?

---


This exercise is complete.

## 3.1 - Exercise: Display Employee Bank Details


### Scenario

You received a call from Steven Lewis regarding his bank. He needs to verify which bank he is using for direct deposit.


### Instructions

1. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE:** If the Object Manager is not displayed, click Settings>Show Object Manager to display it.)
2. Click **Collective search help** in the Object Manager.
3. Complete the following fields:

| Field      | Value               |
|------------|---------------------|
| Last name  | Enter <b>lew*</b> . |
| First name | Enter <b>ste*</b>   |

4. Click .
5. Double click Steven Lewis in the list to refresh the information on your screen.
6. On the Display HR Master Data screen enter the following:

| Field    | Value                 |
|----------|-----------------------|
| Infotype | 0009 for Bank Details |

7. Click  to display bank details.

### Questions

Answer the following questions.

#### Question 1

How many bank records exist for Steven?

A.

**Question 2**

What is the name of the bank he uses?

A.

---

**Question 3**

Does Steven have a split deposit?

---

**Question 4**

Is Steven's money going into his checking or savings account?

---

This exercise is complete.





## 3.2 – Exercise: Display Recurring Payments/Deductions IT 0014



### Scenario

Marvin Tillman called to ask about a recurring deduction from his paycheck. Use his HR master data to research his payments so you can return the call.

### Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE:** If the Object Manager is displayed, click Settings>Hide Object Manager to hide it.)
2. Click the  next to the **Personnel No.** field.
3. Complete the following fields:

| Field             | Value               |
|-------------------|---------------------|
| <b>Last name</b>  | Enter <b>til*</b> . |
| <b>First name</b> | Enter <b>mar*</b>   |

4. Click .
5. Double click Marvin Tillman.
6. Click  to refresh the information on your screen.
7. On the **Display HR Master Data** screen enter the following:

| Field           | Value                                  |
|-----------------|--|
| <b>Infotype</b> | 0014 for Recurring Payments/Deductions |

8. Click  to display an overview list.

### Questions

Answer the following questions.

#### Question 1

How many recurring payments/deductions exist for Marvin Tillman?

A.

## Question 2

What are they and what are the amounts?

A.

---



This exercise is complete.

### 3.3 - Exercise: Display Additional Payments IT 0015



#### Scenario

Ervin Santiago received \$75 extra in his pay. He called agency HR/Payroll to ask why the additional funds appeared in his pay. Use his HR master data to research this so you can return his call.

#### Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE:** If the Object Manager is displayed, click Settings>Hide Object Manager to hide it.)
2. Click the  next to the **Personnel No.** field.
3. Complete the following fields:

| Field             | Value               |
|-------------------|---------------------|
| <b>Last name</b>  | Enter <b>san*</b> . |
| <b>First name</b> | Enter <b>erv*</b>   |

4. Click .
5. Double click Ervin Santiago.
6. Click  to refresh the information on your screen.
7. On the **Display HR Master Data** screen enter the following:

| Field           | Value                        |
|-----------------|------------------------------|
| <b>Infotype</b> | 0015 for Additional Payments |

8. Click  to display an overview list.

#### Questions

Answer the following questions.

##### Question 1

What is the reason Ervin got an extra \$75 in his pay?

A.

## Question 2

For how long will he receive this amount?

A.

---

This exercise is complete.

## 4.1 – Instructor Demonstration: Display Payroll Results – PC\_PAYRESULT

### Scenario

You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

### Instructions




1. Type PC\_PAYRESULT in the command field.
2. Select the Personnel # Multiple Selection button.
3. In the first Single Selection field, click the Match Code button.
4. Search for Santiago\* by clicking on the Start Search button.
5. Select Ervin Santiago from the list and select the copy button.
6. In the second Single Selection field, click the Match Code button.
7. Search for Last Name Lee\*, First Name Jay\* by clicking on the Start Search button.
8. Select Jay Lee from the list and select the copy button.
9. In the third Single Selection field, click on the Match Code button.
10. Search for Lewis\* by clicking on the Start Search button.
11. Select Steven Lewis from the list and select the copy button.
12. Press the COPY button to populate the Personnel Selected field with the three employees names and numbers.
13. Press Enter to display the three employee names in the Personal numbers selected column.
14. Select Ervin Santiago from the list on the left side of the screen. Ervin's Payroll Results information will display on the right.
15. Select the row (Pmt date 04/30/2008) and click on the Display Overview button.
16. Select the WPBP Table row and click on the Display Contents button.
17. Press the back arrow to go back one screen.
18. Select the RT Table row and click on the Display Contents button.
19. Press the back arrow to go back one screen.

## 4.2 – Exercise: Display Payroll Results – PC\_PAYRESULT




### Scenario

You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.




### Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PC\_PAYRESULT** and click . The **Display payroll results** screen is displayed.
2. Click  next to the Personnel number field to enter a multiple selection. The **Multiple Selection for Personnel number** pop up displays.
3. Click  in the first single value field.
4. Complete the following fields:



| Field             | Value              |
|-------------------|--------------------|
| <b>Last name</b>  | Enter <i>san</i> * |
| <b>First name</b> | Enter <i>erv</i> * |








5. Click .
6. Choose Ervin from the list and click .
7. Click  in the next open single value field.
8. Complete the following fields:

| Field             | Value              |
|-------------------|--------------------|
| <b>Last name</b>  | Enter <i>lee</i> * |
| <b>First name</b> | Enter <i>jay</i> * |

9. Click .
10. Choose Jay from the list and click .
11. Click  in the next open personnel number field.
12. Complete the following fields:

| Field             | Value              |
|-------------------|--------------------|
| <b>Last name</b>  | Enter <i>lew</i> * |
| <b>First name</b> | Enter <i>ste</i> * |

13. Click .
14. Choose Steven from the list and click .

15. Click  return to the Display payroll results screen with the three employees names and numbers. (**NOTE:** Only the first number in your list is shown.)
16. Click  to display the names in the selection area of the screen.
17. Double click Ervin Santiago from the list on the left side of the screen. His Payroll Results information will display on the right.
18. Select the row (Pmt date 04/30/08) and click  to display the list of tables.
19. Click the WPBP Table row and click  to display the information.
20. Click  to go back one screen.
21. Click the RT Table row and click  to display the information.
22. Press the back arrow to go back one screen.
23. Click  to go back one screen.

## Questions

Answer the following questions.

### Question 1

Display Jay Lee's April 08 pay information and look at the RT table. What were his total gross wages?

A.

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This exercise is complete.

## 4.3 – Walkthrough: Off-Cycle Workbench - History – PUOC\_10







### Scenario

You need to answer some questions regarding an employee's April 2008 pay. Complete the following steps with your instructor.

### Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PUOC\_10** and click . The **Off Cycle Workbench** screen is displayed.
2. Click the  next to the **Personnel No.** field.
3. Complete the following fields:

| Field      | Value               |
|------------|---------------------|
| Last name  | Enter <b>til*</b> . |
| First name | Enter <b>mar*</b>   |

4. Click .
5. Double click Marvin Tillman.
6. Click  to display payroll history
7. Highlight the line containing the payroll information you need to view.
8. Click  **Rem. statement** to view results for that payroll.
9. Click  to go back one screen.
10. Click  **Print list** to view the Payroll history screen.
11. Click  to go back one screen.
12. Choose another line, if needed.

### Questions

Answer the following questions based on the April 2008 payroll for Marvin Tillman.

#### Question 1

What is the net pay?

A.



**Question 2**

What is the total deduction amount?

A.

---

**Question 3**

What period does the April 2008 payroll cover?

A.

---

**Question 4**

How was this person paid, direct deposit or check?

A.

---



This exercise is complete.

## 4.4 – Walkthrough: Wage Type Reporter – S\_PH9\_46000172


### Scenario

You need to answer some agency-specific questions regarding retroactive payroll changes based on timesheet changes.

### Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **S\_PH9\_46000172** and click . The **Wage Type Reporter** screen is displayed.
2. Click  to get the list of variants.
3. Select the variant **SAP&HR\_CH:Wage Type Capitulation**.
4. Complete the following fields:

| Field                              | Value   |
|------------------------------------|---|
| <b>Personnel Area</b>              | 4601  |
| <b>Payroll Area</b>                | 01 (in the Payroll Period area of the screen) |
| <b>Period Selection</b>            | Select <i>Other Period</i> from the list.     |
| <b>Payroll Period/Payroll Year</b> | 04 2008                                       |

5. Click  to run the report.

### Questions

Answer the following questions:

#### Question 1

What is the total wage type calculation for the Cultural Resources (PA 4601)?

A.

#### Question 2

What is the total amount of wage type 1000 (Regular Salary) personnel area NC01 (7-day norm)?

A.



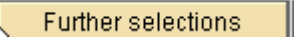





This exercise is complete.

## 4.5 – Instructor Demonstration: Payroll Journal – PC00\_M10\_CLJN

### Scenario

Use the PC00\_M10\_CLJN transaction to review changes based on timesheet changes.

### Instructions

1. Start from the **Easy Access Menu**. In the Command Field, enter **PC00\_M10\_CLJN** and click . The **Payroll Journal** screen is displayed.
2. Click  to get the list of variants.
3. Select the variant **ZPROD-MONTHLY**
4. The Payroll Area field will default to 01 (Monthly).
5. Select Other Period, Type 04 2008 in the Other Period fields.
6. Click . The Choose Selections screen will display.
7. Select Personnel Number, Business Area, and Payroll Area under the Selections Fields Column. Use the arrow to push to the left.
8. Click .
9. Type 4601 (Cultural Resources) in the Personnel Area field.
10. Clear the box next to Print Only Totals Sheets.
11. Click . The Set Delimitation Sequence screen will display.
12. Select Company Code and Personnel Subarea under the Possible Delimitation Criteria Column.
13. Use the arrow to push to the right. Click . The Options screen appears.
14. Verify the Options screen and click .
15. Click  to run the report.

### Questions

Answer the following questions:

#### Question 1

What personnel subareas are displayed on the report?

A.

## Question 2

What is the total for personnel area 4601 Total Gross Wages?

A.

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This exercise is complete.